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Policies and Procedures Minutes 05/25/2010

APPROVED BY SUBCOMMITTEE BY UNANIMOUS VOTE OF 3-0, June 14, 2010

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room – May 25, 2010 – 6:07p.m.

In Attendance:

Subcommittee Members: Judson L. Pierce-Chair

Cindy Starks

Leba Heigham

Professional Staff: Diane Johnson, Chief Financial Officer

There was a discussion concerning school use fees. Ms. Johnson suggested the need to study exactly who is paying for school use and who is not and that the administration is working on getting a list together and working on what a reasonable rate structure should look like. Ms. Johnson hopes to make headway on gathering this information this summer. Ms. Johnson pointed out that the custodians contract is under negotiation. Ms. Johnson noted that approximately \$400,000.00 in revenue from school use was budgeted in FY '10 but only \$250,000.00 was collected. Ms. Starks noted that the Administration must speak with the principals of the elementary schools and inform them that this is the policy of the district, the rates have been in effect since 2002, and anyone who wishes to use the schools after hours must first request a permit and then if allowed a permit be prepared to pay the fee, unless the group comes before the full SC to request a waiver. Everyone should pay equally and the SC must define the guidelines.

Ms. Heigham moved to request that the Superintendent notify principals and custodial staff that all groups utilizing the school buildings must submit permits applications pursuant to policy KF and remind staff that also pursuant to KF only the SC can waive rental fees.

Seconded by Ms Starks.

Mr. Pierce – Yes; Ms. Heigham – Yes; Ms. Starks – Yes

Ms. Heigham moved that the Policies and Procedures Subcommittee table the revision of policy KF to the first Policies and Procedures Subcommittee meeting in October 2010. In discussion about custodians and admin collecting data giving info of which groups use facilities and which responsibilities associated therein.

Mr. Pierce – Yes; Ms. Heigham – Yes; Ms. Starks - Yes

There was a discussion concerning our task to define responsibilities for our named standing committees, somewhere these exist, we have to review those and see about making changes. Mr. Pierce volunteered to take this task, Ms. Heigham was assigned to review the current language for liaisons and Ms. Starks will tackle guidelines for appointments of members to subcommittees and as liaisons.

Ms. Cindy Bouvier arrived at the meeting and gave us a document to review concerning examples of anti bullying in k-12. A lot of positive things are happening such as the open circle program at the elementary level. Concerning anti bullying policy Ms. Starks made the point that we should make sure we have a common language for everybody and knowing how and when to step in. Ms. Bouvier noted that the experts like Michael Thompson who will present here next year will have some keys. Ms. Heigham stated that we need clear direction of what is a tone of civility and consequences. It was pointed out that the Commonwealth is requiring an implementation of an anti bullying policy and to publish guidelines by 6/30/11, implementation by 9/1/11 and that 12/31/11 is the deadline.

Ms. Heigham moved that at the 6/14/10 Policies and Procedures subcommittee meeting we develop a timeline for completion and implementation of bullying policy.

Mr. Pierce – Yes; Ms. Heigham – Yes; Ms. Starks – Yes

There was a discussion concerning early entry to Kindergarten. Thompson School parents, Olga Yulikova and Alec Segal, were present to observe and participate in the discussion.

It was discussed that a simple readiness assessment might be done by a Kindergarten teacher. The question is how do we find a Kindergarten teacher who might be willing someone to get that done in order for a child to be able to allowed to start Kindergarten beyond the current deadline of reaching the age of five by August 31st. Perhaps a waiver committee may be established which would include a Kindergarten teacher, an elementary school principal and a representative of the school administration. It was suggested that the subcommittee work on the wording of any policy recommendations concerning this issue.

Motion to adjourn at 7:20pm.

Mr. Pierce – Yes; Ms. Heigham – Yes; Ms. Starks - Yes